**JOB SUMMARY**:

This employee will be responsible for maintaining a clean and sanitary facility at all times according to established housekeeping and laundry rules, policies, and procedures in an effort to provide for care and welfare of our consumers in a healthful environment. The Housekeeping/Laundry Aide’s primary purpose is to ensure the facility is maintained in a sanitary, attractive, and orderly condition. Employees in this position perform all laundry services and general housekeeping duties in a residential setting as assigned following prescribed methods and established schedules while meeting or exceeding Pony Bird’s quality standards. This employee is expected to follow duty list without deviation unless advised by the supervisor. Employee must be available to work assigned shifts and comply with all federal, state, and organizational policies and procedures.

**ESSENTIAL FUNCTIONS**:

1. Follow specific cleaning and laundering service instructions as outlined by the Dietary/Housekeeping Supervisor or preceptor.
2. Complete all assignments scheduled in each home and unit.
3. Keep assigned areas clean, organized, sanitary, odor and dust free by scrubbing, mopping, vacuuming, and glass cleaning.
4. Maintain complete knowledge of maintenance and use of equipment. Use equipment only as intended and return it to its proper location after use.
5. Detect and report to supervisor any hazardous conditions or concerns that have the possibility of causing accidents or injuries.
6. Collect and dispose of refuse as defined by housekeeping manual.
7. Mix/dilute, use housekeeping/laundry chemicals, supplies, and products according to instructions.
8. Maintain equipment to aid in cost containments and safety.
9. Clean up after emergency spills and breakage’s to prevent exposure to substances that could be safety hazards.
10. Organize work priorities.
11. Work cohesively with co-workers as part of a team.
12. Make/change bed linen, empty hamper, disinfect mattresses and beds, clean equipment, and launder clothing and linens and tidy room.
13. Assist dietary when needed with set ups, clean up, policing for spills during meals, etc.
14. Check stock of cleaning and laundry supplies and notify supervisor of needs.
15. Will attend in-service training as directed by the Human Resources Department.
16. Must adhere to reporting requirements regarding suspected incidents of rule infractions and/or instances of abuse or neglect.
17. Must be able to meet the attendance expectations (be at the worksite on time as scheduled).
18. Must have reliable, consistent transportation to work site.

**JOB QUALIFICATIONS**:

1. Must be at least 16 years of age.
2. Some experience in housekeeping in Residential Healthcare setting preferred, but not required.
3. Must be able to comprehend, carry out, and explain verbal and written instructions.
4. Must possess basic spelling, reading, and mathematical skills.
5. Must be able to learn and utilize in-house computer programs such as Therap.
6. Must be organized and responsible.
7. Must be able to perform tasks with frequent interruptions and work with minimal supervision.
8. Must be in good physical health and capable of lifting, carrying, pushing and/or puling a minimum of 25 pounds without assistance and walking or standing for entire shift.
9. Must be able to reach overhead and below the knees, including bending, twisting, pulling, and stooping.
10. Must be able to work in high humidity and steamy conditions.
11. Must comply with all OSHA safety standards and precautions.
12. Must be able to take necessary and appropriate action in case of emergency, fire or disaster.

**PHYSICAL REQUIREMENTS:**

1. Very physical position, requiring employee to be capable of pushing and/or pulling a minimum of 25 pounds without assistance and walking or standing for extended periods of time. Daily duties include the need to reach overhead, below the knees, lifting, carrying, bending, twisting, and stooping.
2. Must be able to take necessary and appropriate action to help get residents to safety in the event of an emergency, fire, or other disaster.
3. Must be able to work in high humidity and steamy conditions.
4. Must comply with all OSHA safety standards and precautions.

The above job description reflects the general nature and level of work performed in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for this position. The President/CEO and Personnel Committee retain the discretion to add to or change the duties of the position at any time.

I have read, understand, and will comply with the duties and responsibilities of this position.

Employee Signature Date